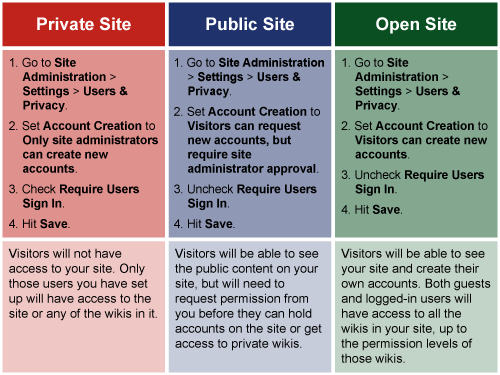
**Overview: Privacy and Settings**

Permissions let you define who can see, edit, and interact with your wiki or Private Label site.  
  
Every Wikispaces wiki will let you set permissions at both the wiki and the page level, so access can be more restrictive at every level. For example, you can set your wiki to **Public**, but a single page to **Locked** — so anyone can see or edit most of the wiki, but only organizers can edit that one page.  
  
You can also apply specific permissions settings to any file on your wikis, so you decide who can view, delete, and replace your files.  
  
With Wikispaces Private Label, you have all those options, plus more robust privacy settings for your site as a whole.  
  
Some subscription plans have more limited permissions options than others. Before you go on, take a minute to see what the options are for your plan:  
  


**Wikispaces Private Label**

Because a Private Label site is a whole network of wikis, you have site-wide settings that are not available with a single wiki. Your Private Label site has its own user database, so you can choose how those users will interact with the site. You get to make decisions about whether they can rename their accounts or create new wikis, and you can turn the site's private messaging system on and off.  
  
The two main privacy settings, however, are **Account Creation** and **Require Users Sign-in**. You can set these independently for a wide variety of site privacy levels. Here are the three most popular:  
  


**Popular Scenarios**

**Scenario 1**

I have a Private Label site. I don’t want it to be available to the public at all. Within my organization, there will be a few wikis that everyone will want to see, but most wikis should only be accessible to a few people — and that group will change from wiki to wiki.

1. Make sure that your users are members of the wikis that they ought to have access to, and not members of the wikis that they shouldn’t have access to.
2. Go to **Site Administration** > **Settings** > **Users & Privacy**.
3. Check the box for **Require Users Sign In**, and hit **Save**.
4. For each individual wiki, go to **Manage Wiki** > **Permissions**.
5. For the wikis that everyone should have access to, set the wiki permissions to **Public**. For the wikis that only a few people should have access to, set the wiki permissions to **Private**. Hit **Update**.

**Scenario 2**

I have a Private Label site. My site is visible to the public, and I want the public to be able to view and edit most of the wikis on my site — and post to discussions.

1. Go to **Site Administration** > **Settings** > **Users & Privacy**.
2. Uncheck the box for **Require Users Sign In**, and hit **Save**.
3. For each individual wiki, go to **Manage Wiki** > **Permissions**.
4. Set the wiki permissions to **Public**, check the box for **Allow Message Posts from Non-members**, and hit **Update**.

**Scenario 3**

I have a single wiki, and I don’t want my wiki to show up in a Google search.

1. Go to **Manage Wiki** > **Permissions**.
2. Set the wiki permissions to **Private**.  
   *This option will not be available on Basic-plan wikis.*

**Scenario 4**

I have a single wiki. I’ve invited people to join, but I don’t want them to be able to edit all of the pages in the wiki.

1. Go to the pages you don’t want people to edit.
2. From the drop-down arrow on the **Page** tab, select **Lock**.  
   *You can unlock the page later from the same drop-down menu.*

**Scenario 5**

I have a single wiki. I want to make it so that people don’t have to sign in to see my wiki, but only people who join the wiki are able to edit it.

1. Go to **Manage Wiki** > **Permissions**.
2. Set the wiki permissions to **Protected**.

**Scenario 6**

I have a wiki for my classroom. I want to create pages that only certain students — or groups of students — can see or edit, so that my students feel secure in their work.

* *User-level settings are not available at this time, so there is no way to create user groups within a single wiki. We recommend creating multiple wikis and assigning your student groups membership to the different wikis.*

1. Go to <http://www.wikispaces.com/site/for/teachers> to create a new K–12 Plus wiki for each student or student group.
2. Add the student or students as members of that wiki.
3. Go to **Manage Wiki** > **Permissions**.
4. Set the wiki permissions to **Private**.

Directions: http://www.wikispaces.com